

Stratford upon Avon School

Job Title:	Careers Leader
Grade	Band J (points 25-28) (salary details at appendix 2)
Hours:	37 hours weekly / 41 weeks per year
Reporting to:	Senior Leader with overall responsibility for CEIAG (Deputy Headteacher)

Main Purpose of Job

The role of the Careers Leader is to plan and implement a strategy for developing and maintaining a high quality, innovative careers programme for the school that meets all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment.

Key Areas and Activities

Leadership

1. Advising senior leadership on national developments and our policy, strategy and resources for CEIAG
2. Design, manage and deliver Career Development and Employability Skills programmes from Year 7 to 13
3. Champion CEIAG to all staff
4. Reviewing and evaluating CEIAG and quality assuring our work in this area
5. Reporting on CEIAG to senior leaders and governors
6. Preparing and implementing a CEIAG development plan
7. Seek and secure sources of funding for CEIAG and additional careers input
8. Secure local and national employer/Higher Education/Charitable links and design/manage their regular input in order to provide the best outcomes for students
9. Promoting the work of the school via social media and in the community
10. Influence national/local policy and developments in CEIAG

Management

11. Planning schemes of work for careers education
12. Briefing and supporting teachers of careers education
13. Monitoring teaching and learning in careers education
14. Supporting tutors providing initial information and advice
15. Managing the work of the Careers Mentor
16. Monitoring access to, and take up of, careers guidance
17. Managing the compilation of destination data

Co-ordination

18. Co-ordinating the provision of careers information
19. Co-ordinating the embedded implementation of all 8 Gatsby Benchmarks
20. Liaising with the Humanities/SPHERE Leader(s), and other Subject Leaders, to plan careers education and influence curriculum design and delivery
21. Liaising with College Leaders, Form Tutors, Inclusion and Sixth Form teams and Progress Leaders to identify students needing guidance and secure appropriate next destinations
22. Referring students to Career Mentor.
23. Preparing records for QiC Award reaccreditation at Gold Standard (Dec 2020)

Delivery

24. Design and delivery of relevant planned SPHERE sessions
25. Delivering relevant parts of 6th form Career Development sessions /workshops
26. Supporting students in group and 1:1 sessions
27. Organising events to promote the full range of options available at transition points
28. Attending relevant Parents/Options/Open/Careers evenings and August Results Days, providing information to groups and individuals

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Networking

29. Establishing and developing links with local and national employers for full-time, part-time, and apprenticeship vacancies
30. Establishing and developing links with FE colleges, apprenticeship providers and universities
31. Negotiating service level agreement with organisations for support of vulnerable young people
32. Managing links with the LEP, Local Authority and other external organisations to board level.

Accountability

The careers leader is accountable to the Senior Leader with overall responsibility for CEIAG.

General

- Contribute to the school's responsibility to safeguard and promote the welfare of children and young people
- Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected

Health and Safety

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

General

Entitlement to:

- A clear management line and access to the immediate line manager
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Management Posts

Strategic

Provide the management of the Careers Function, including:

1. Ensure the effectiveness of the function to maximise the positive impact on teaching and learning, pupil wellbeing and extended services provision
2. Establish standard operating procedures
3. Maximise efficiency
4. Develop and maintain an ongoing customer focus
5. Production of area development plans (as part of overall School Improvement Plan) including identification of needs, costs and prioritisation of works.
6. Ensure compliance with health and safety, safeguarding, data protection and other regulatory requirements
7. Develop and share good practice across the team and the school and into such partnerships as may be existing, or be appropriate for development, with other schools, businesses and other relevant bodies
8. Provide advice and guidance to partner and cluster schools and organisations within area of responsibility
9. Ensure effective procedures for the recruitment, appointment, induction, review and development of staff within your working area, in line with school policy and within overall guidance by HR
10. Develop and implement procedures to identify impact measures, evaluate the effectiveness of your responsibility area and feed directly into development planning.
11. Provide and act upon management information as required, by agreement with the Strategic Business Director

Corporate

1. Be a member of the Support Staff Management Team to contribute to the leadership, management, development and effective operation of support services
2. Take a full and active part in the operational management of the school
3. Contribute to system leadership through purposeful collaboration with partner schools and other organisations
4. As a member of staff in a school that works in partnership with other organisations, contribute to the development and sharing of good practice into partnership with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
5. Be prepared to carry out staff duties, and be a presence round the school at key times and at key school events
6. As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Working with Pupils

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits
2. Be prepared to engage in elements of guidance or instruction to pupils in line with specific job role, area of interest or expertise.

Membership of Groups

1. As a senior member of support staff, membership of the Support Staff Management Team

Appendix 2

Careers Leader

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 37 hours per week, typically 8.30am – 4.40pm Monday to Thursday, 8.30am – 4.10pm Friday.

A lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager. Where fewer than 6 hours are worked per day, it may be possible to omit the lunch break (not available to this post).

Working weeks will be 41, comprised of 38 weeks of school terms plus 5 staff learning days and 2 weeks to be worked during the school holidays. These additional weeks may be used to cover parents evenings, events and results days. Actual dates to be designated on a year-by-year basis.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 28 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

Other Benefits

- Free car parking (subject to availability)
- Free lunch if undertaking a lunchtime staff duty (40 minutes)
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration

Starting salary for full time post at Band J, (points 25-28) in the range £33,945 to £36,649; starting point depending on experience, length of service and qualifications.

The actual salary for the hours / weeks worked will be in the range £30,916 to £33,378 subject to any continuous service.

*All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme
This post is subject to an Enhanced Disclosure.*